FLORIDA ATLANTIC UNIVERSITY

Banner Budget Transfer User Manual

Updated August 2012

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1. Budget Transfer Rule Codes

1. **BD04-Temporary Budget Adjustment**: Used for GTAIDS, Auxiliary, Athletics, Student Gov., Financial Aid, & Henderson. Requires positive to equal negative within fund.

2. **BPFD-Permanent Budget Transfers**: Used for Foundation Fund Type 25 (FGRFND in ePrint). Self balancing-All entries can be positive, negative, or a combination.

3. **BPCG-Permanent Budget Transfers**: Used for Grants and Research (Fund Types 19, 20, & 30). Requires positive to equal negative within fund.

4. **GNEW-Grants and Research:** For new C&G budgets that are one-sided entries (Fund Type 19, 20, and 30). Self balancing-All entries can be positive, negative, or a combination.

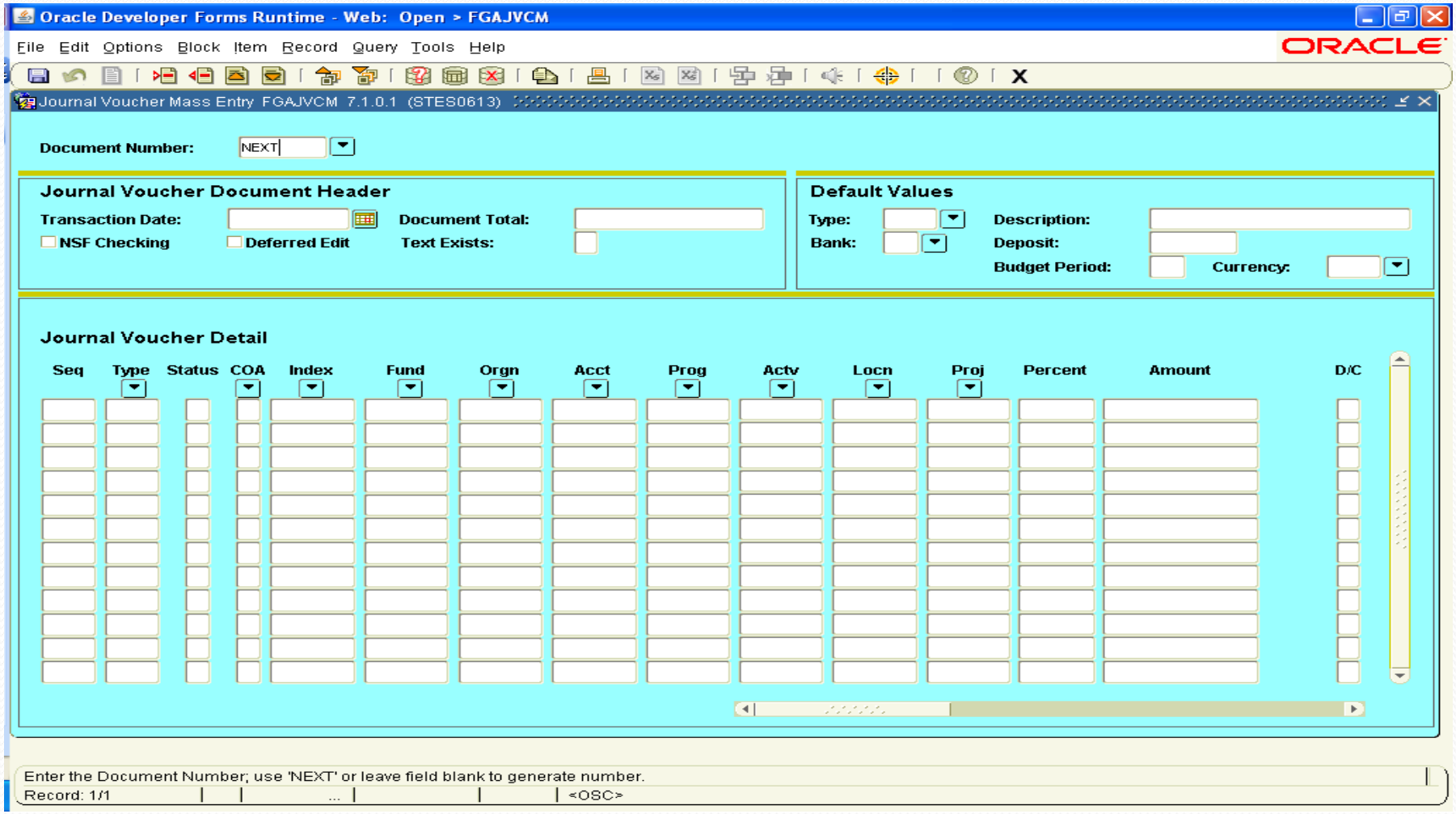
Used only by the Budget Office and Provost Office:

1. **BD01-Permanent Adopted Budget**: Used by Budget Office for the initial budget upload & base budget changes during the fiscal year.

2. **BD02-Permanent Budget Adjustments**: Used when transferring base budgets between VP areas & Colleges. *Email the Budget Office to process BD02 transfers for all VP areas & email the Provost Office to process BD02 transfers for Academic Affairs.

3. For a budget change for Auxiliary, Student Gov., Athletics, Financial Aid, & Henderson funds
   - Submit request to budget office with approved signatures.
   - For new budget request, submit 3 Year Budget Plan for Auxiliary found on Budget Office website.

2. Instructions for Banner- FGAJVCM Form



Instructions for FGAJVCM - Data Entry

1. **Document Number -** NEXT BLOCK-Banner will assign the next document number starting with J for Journal Entry

2. **Transaction Date** -Today's date will default - **Do not change**

3. **Document Total** -Enter the "hash" total for the transactions you will enter
   - (example: +100 and -100 = hash total of 200)

4. **Defaults**:
   - Type - Enter the appropriate Rule Class (Slide 2). Do not mix rule classes on the same document.
   - Description - Up to 35 characters. Start all descriptions with BT (Budget Transfer).
   - Budget Period - Enter 01 to 12: Example: July=01 & June=12
   - Changes to defaults after details are entered will not default.

5. **FOATEXT** - Must use for Grants - See next slide

6. Next Block to Journal Voucher Detail to enter transactions.

Instructions For FGAJVCM – Data Entry FOATEXT for Grants - Rule Classes BPCG and GNEW

1. From the header Block of FGAJVCM, select options and then FOATEXT

2. The type will display as JV and the Code will have your Document Number starting with J

3. Next Block to the section below text
   - Enter the PI Name on line 10, then down arrow
   - Enter the Sponsor name on line 20, then down arrow
   - Enter the CAS 502 Approval Date (if applicable) on line 30

4. Save what you entered and exit back to FGAJVCM to complete your entry.

Instructions for FGAJVCM – Data Entry Cont.

Journal Voucher Detail

1. Seq - Tab through-Will start with 1
2. Type (Rule Class)-Will default from the Default Values
3. Enter the Index number
4. Fund and Orgn will default
5. Enter the Acct (Account) code (Budget Pool only) - see list on slides #23-25
6. Amount - Enter transfer amount- **Whole dollar amounts only**
7. D/C – Enter **+** to increase or **–** to decrease
8. Use the down arrow to process the line item - **The Status of the line item cannot be N (NSF) - If it is, you must fix the line before proceeding**

Instructions of Using FGAJVCM

Menu Options

1. Header Information - Select this option to make any changes to the JV Header block. NOTE: Default changes will not update the line items

2. Print Journal Voucher - Do not use

3. Access Transaction Summary Information
   - Print Screen -Information for your records & to review before completing document, or use FGIJSUM after completion.

4. Access Completion-Select when you are ready to complete and submit your document for Approvals. Click on the Complete Icon

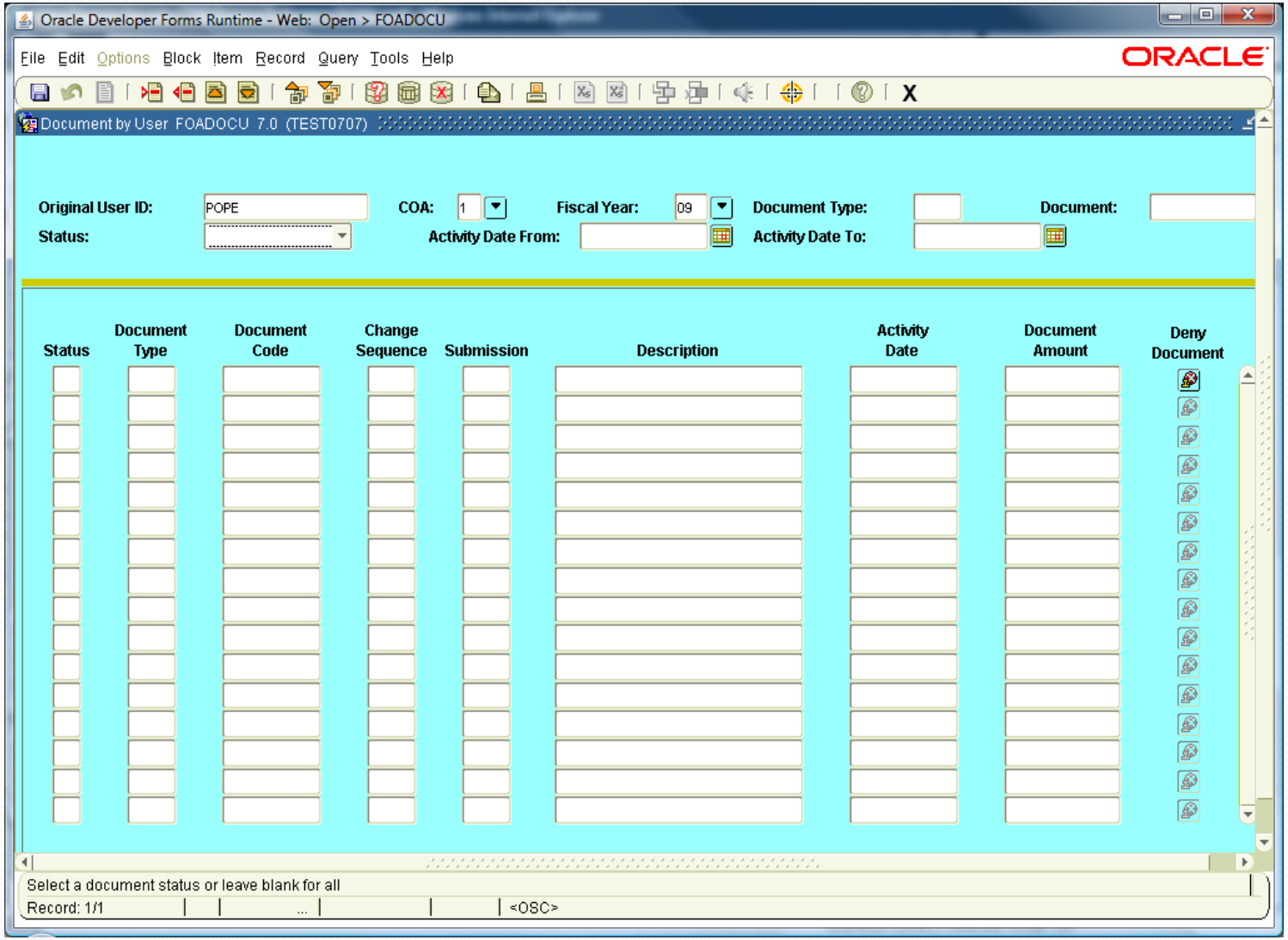
Tips

1. The Type code (Rule Class) will control the routing of the document for Approval.

2. Enter only one Rule Class on the same document. If you need to do Budget Transfers for two different fund types (ex. GTAIDS and Grants), use two documents to post the entry since they use different Rule Classes.

3. If the Status field is N - Fix the entry before completing the document, or it will route to the NSF Queue. The Budget Office will then return it for correction.

Document by User - FOADOCU



Document by User - FOADOCU continued

1. Displays an online list of all documents for a specific user

2. Document Type - use JV - to view only the Budget Entries or Blank for All Documents

3. Status –Completed (C), Approved (A), Incomplete (I), Cancelled (X), Posted (P)

4. Completed -Document needs to be Approved - will not be on FGIBDSR or reports until the status is Posted

5. Incomplete Documents will need to be corrected on FGAJVCM by accessing the journal voucher and fixing errors, then completing it again

3. Budget Transfer Approval Process

1. Rule classes combined with Fund and Organizational Code hierarchy will control the routing of the documents for Approvals in Banner:

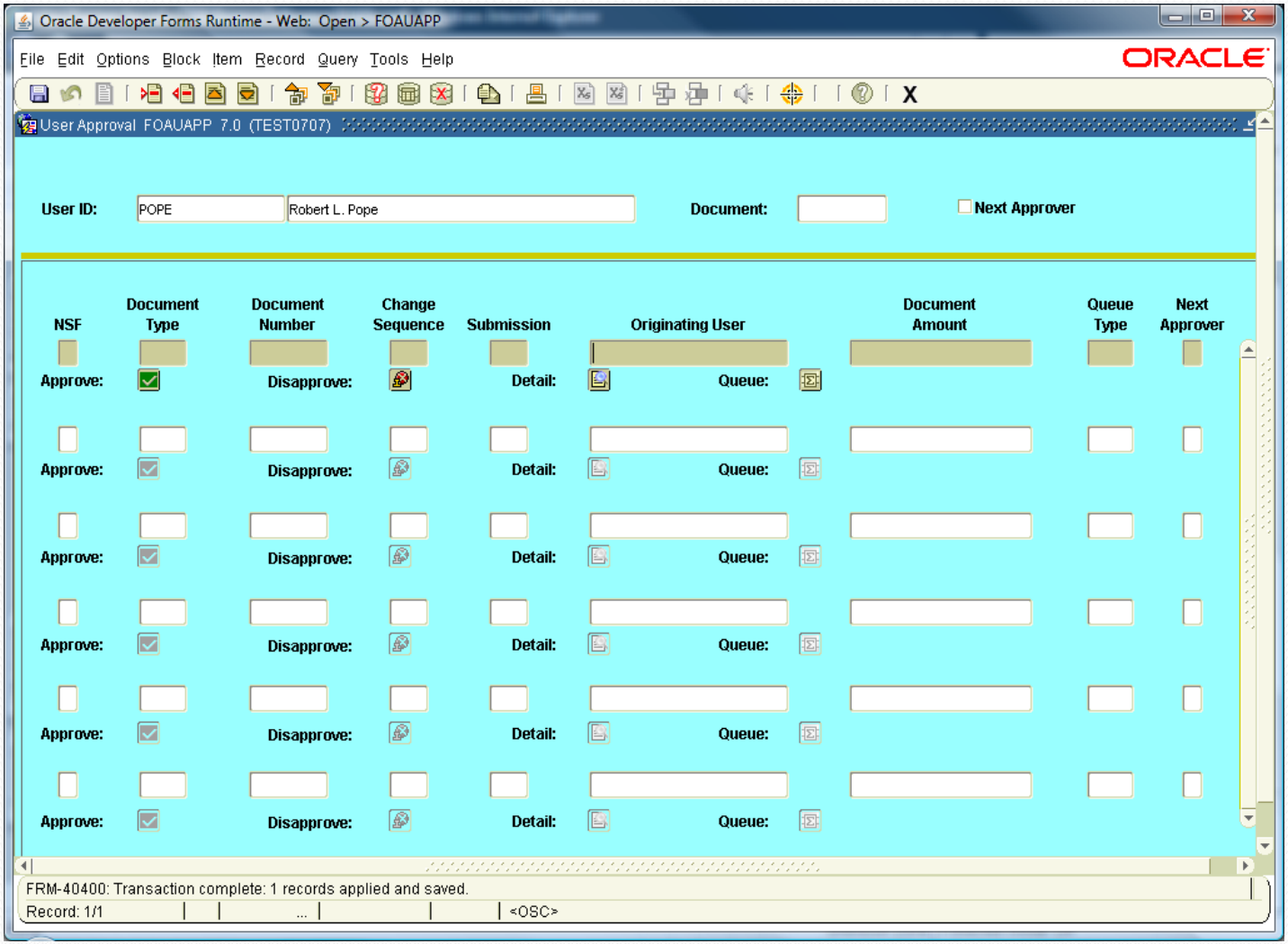
   - **BD04** entries will post to Banner automatically after final approval by the approver in the College or VP area.
   - **BPFD** entries will route to the Foundation Finance Office for final approval after approval by the College or VP area.
   - **BPCG & GNEW** entries will route to the Division of Research office for final approval after approval by the College or VP area.

2. Documents will be Disapproved if they cross funds, do not have correct account codes, insufficient budget, or other reasons, such as missing FOATEXT information for Grants.

3. Documents entered by Approvers will require their approval before they will post to Banner.

Budget Transfer Approvals

FOAUAPP – User Approval Form



Budget Transfer Approvals

FOAUAPP-User Approval Form

1. Provides a list of your Unapproved Documents

2. Can be used by Approvers to Approve, Disapprove, or Review Documents

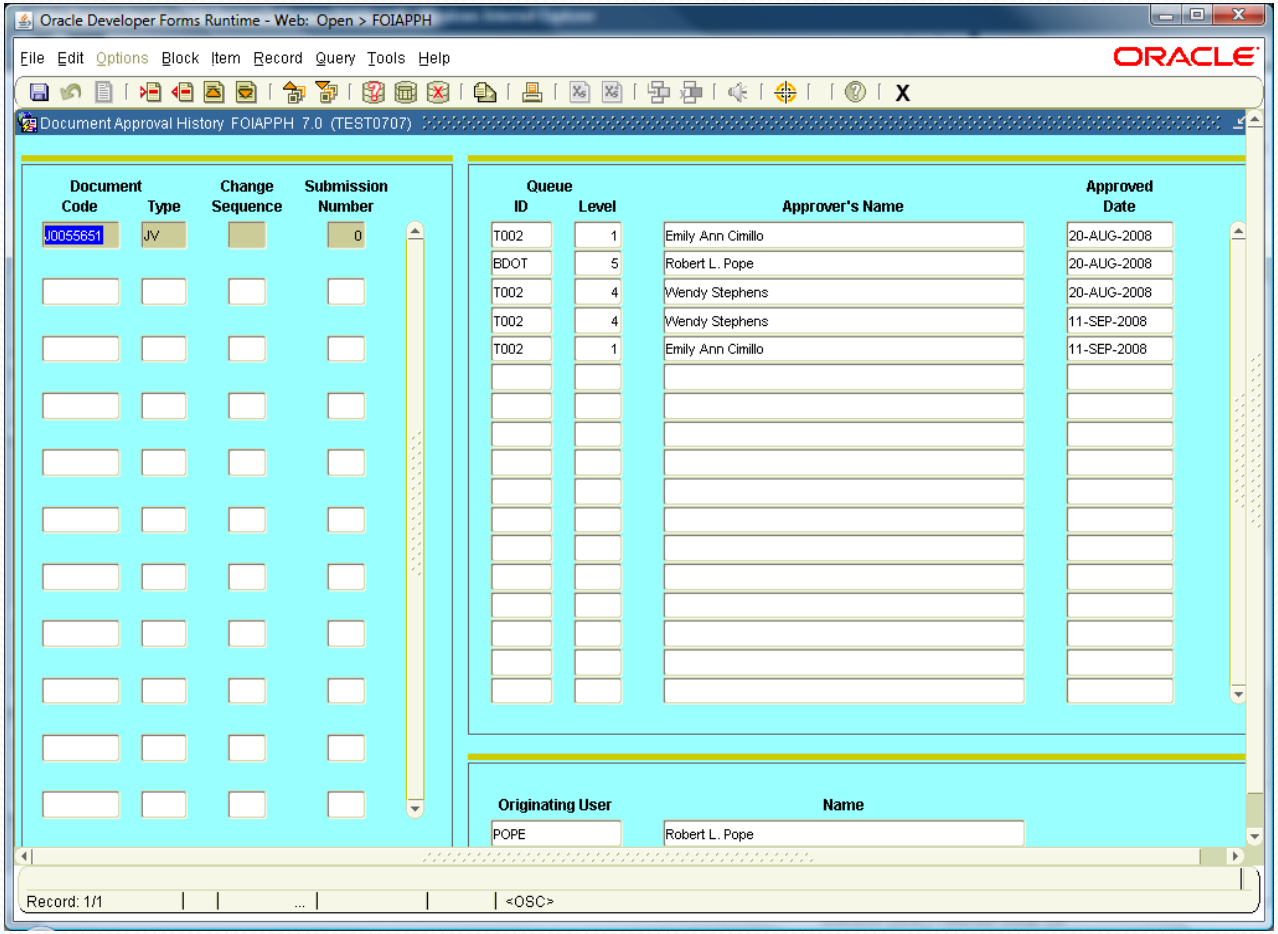
3. Uncheck the Next Approver Box to see all documents that you can Approve

4. If the NSF box has a Y - the journal entry contains NSF line item(s) and if Approved, will still route to the NSF Queue. Approvers should disapprove such items and force the Originator to fix the NSF.

5. Queue - Will display FOAAINP - Document Approval Form - similar to the Approval History in Self Service.

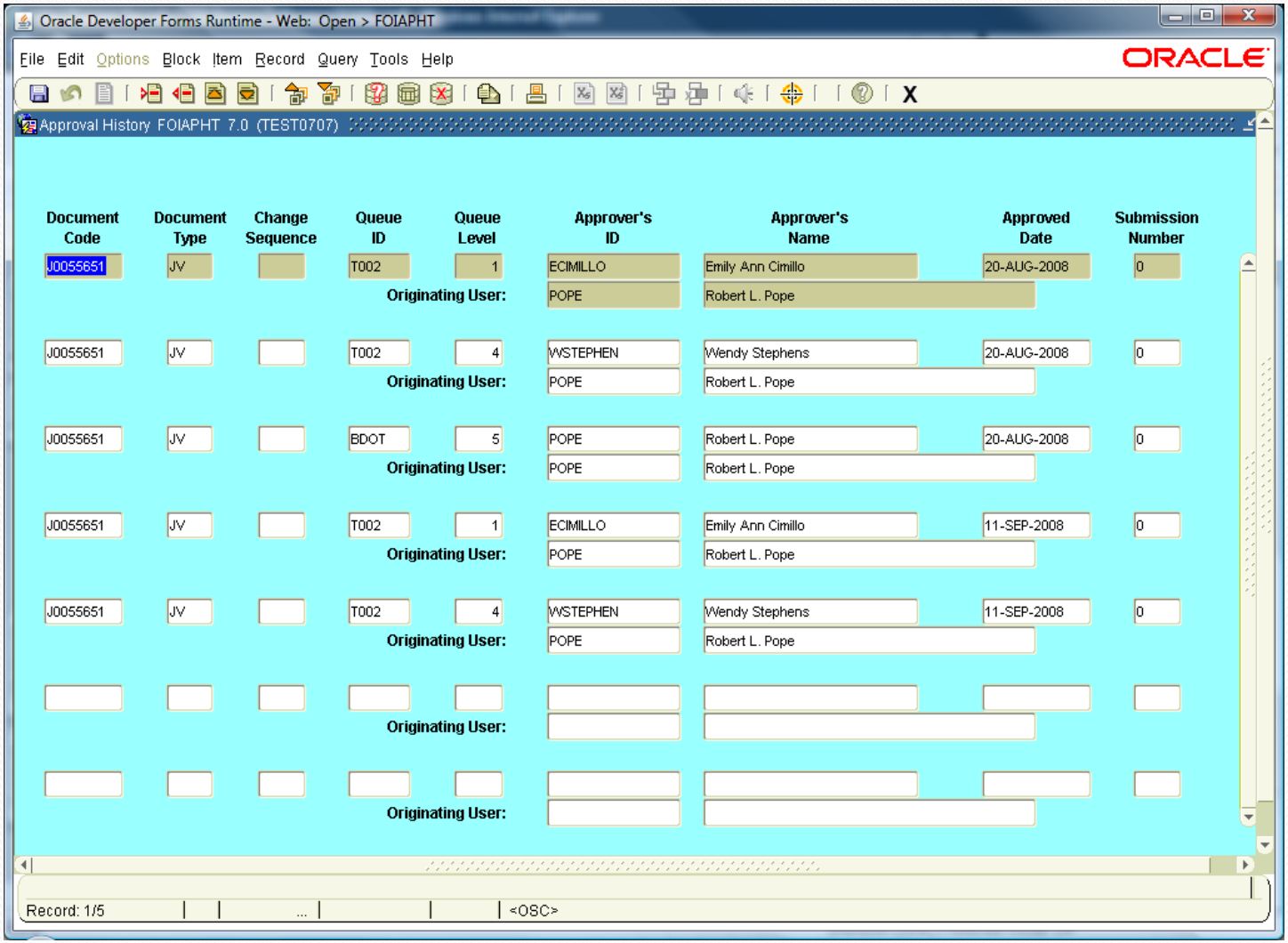
Budget Transfer Approvals

FOIAPPH - Document Approval History



Budget Transfer Approvals

FOIAPHT - Approval History Form


Oracle Developer Forms Runtime - Web: Open > FOIAPHT
File Edit Options Block Item Record Query Tools Help
ORACLE
Approval History FOIAPHT 7.0 (TEST0707)
Document Code
Document Type
Change Sequence
Queue ID
Queue Level
Approver's ID
Approver's Name
Approved Date
Submission Number
J0055651 JV T002 1 ECIMILLO Emily Ann Cimillo 20-AUG-2008 0
Originating User: POPE Robert L. Pope
J0055651 JV T002 4 WSTEPHEN Wendy Stephens 20-AUG-2008 0
Originating User: POPE Robert L. Pope
J0055651 JV BDOT 5 POPE Robert L. Pope 20-AUG-2008 0
Originating User: POPE Robert L. Pope
J0055651 JV T002 1 ECIMILLO Emily Ann Cimillo 11-SEP-2008 0
Originating User: POPE Robert L. Pope
J0055651 JV T002 4 WSTEPHEN Wendy Stephens 11-SEP-2008 0
Originating User: POPE Robert L. Pope
Originating User:
Originating User:
Record: 1/5
<OSC>

Budget Transfer Approvals

FOIAPPH and FOIAPHT Continued

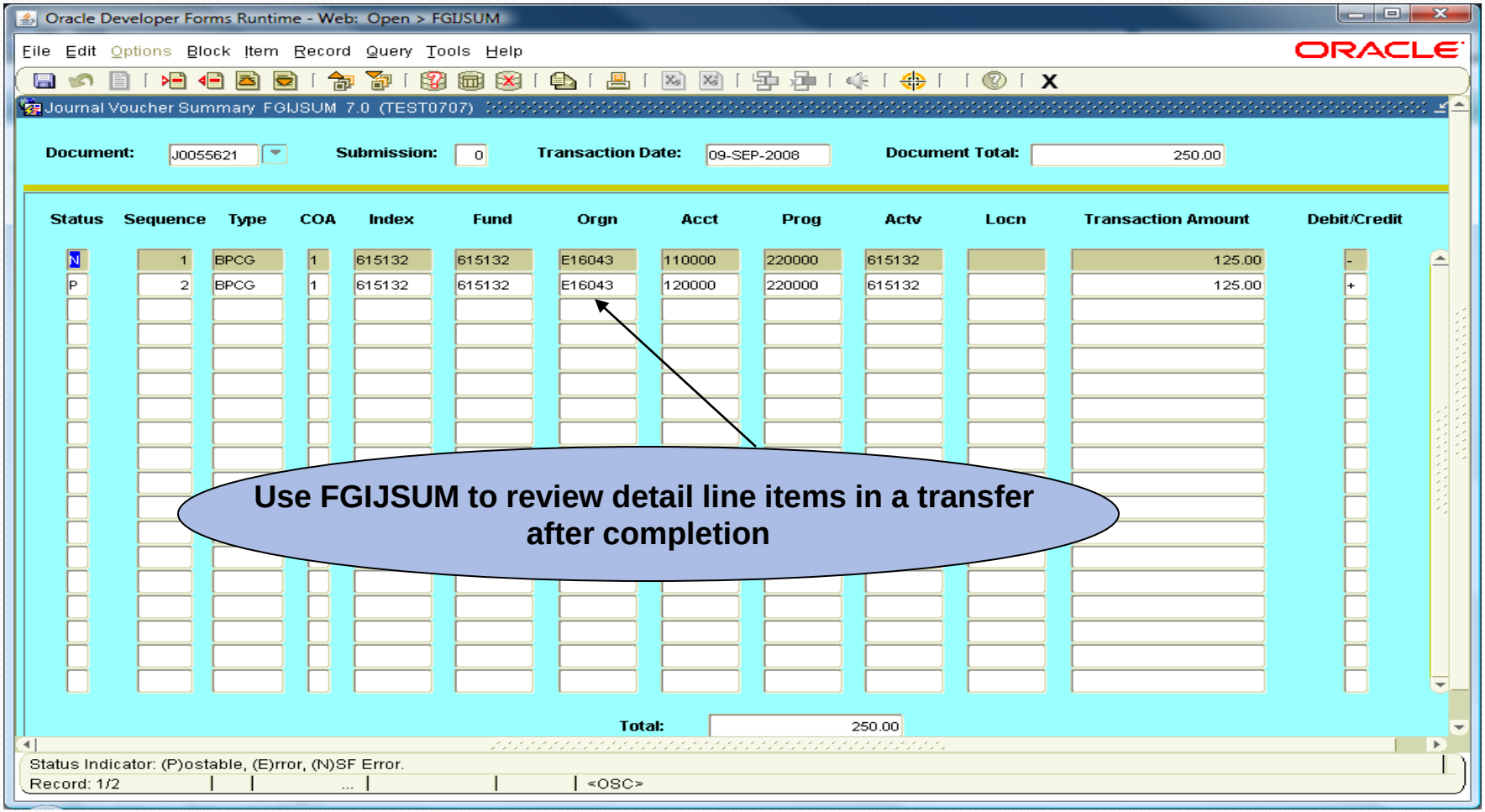
1. Note that no history will display on FOIAPPH or FOIAPHT until a document has been approved by at least one Banner user.

2. Documents that have been Denied Approval will show a queue of DENY and will show on FGIJSUM with a status of I for Incomplete.

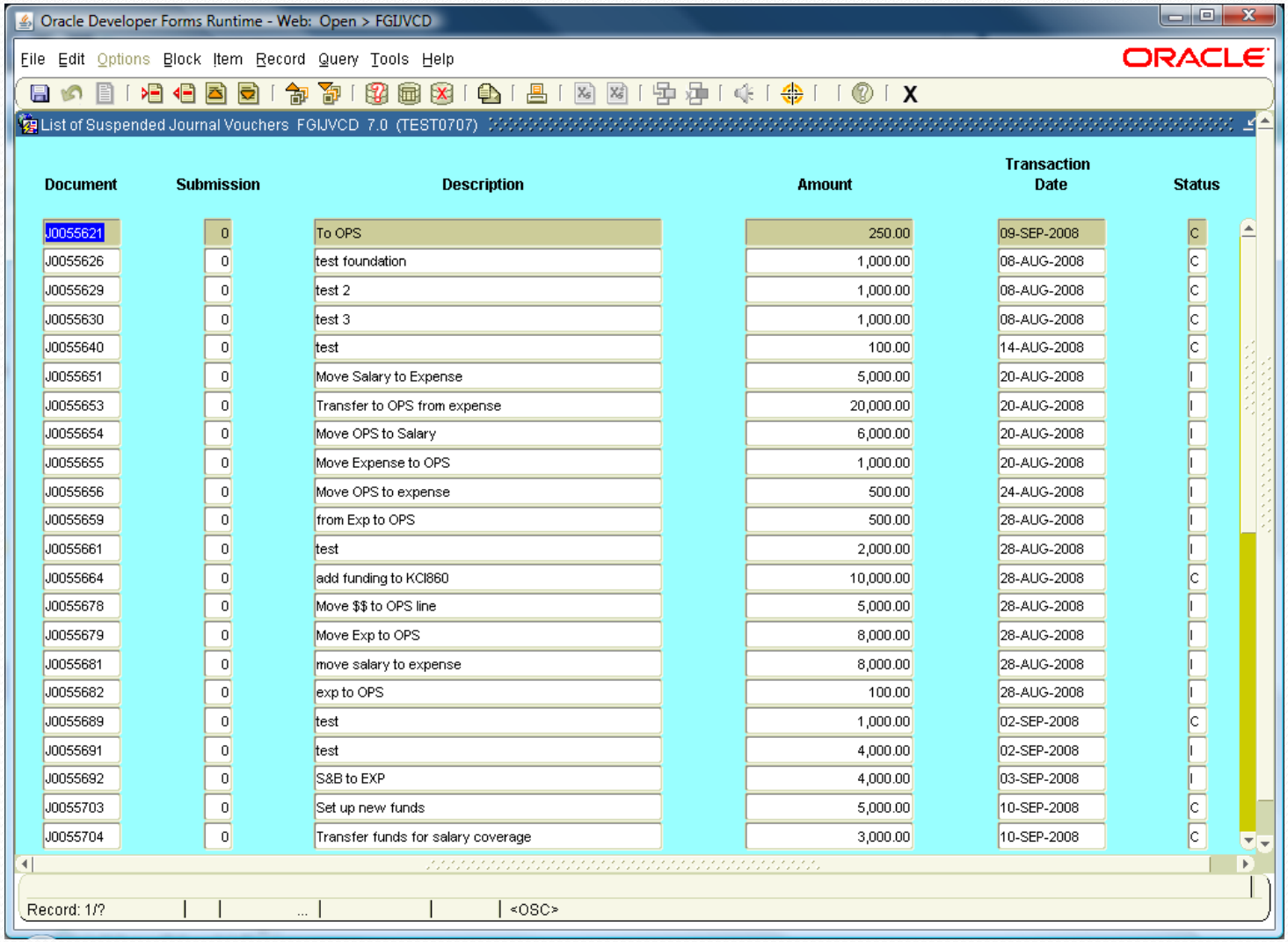
3. Incomplete Documents must be opened again and completed and then will route through the Approval process once more.

4. Review of Budget Transfers

FGIJSUM - Journal Voucher Summary Form


Oracle Developer Forms Runtime - Web: Open > FGIJSUM
File Edit Options Block Item Record Query Tools Help
ORACLE
Journal Voucher Summary FGIJSUM 7.0 (TEST0707)
Document: J0055621
Submission: 0
Transaction Date: 09-SEP-2008
Document Total: 250.00
Status Sequence Type COA Index Fund Orgn Acct Prog Actv Locn Transaction Amount Debit/Credit
N 1 BPCG 1 615132 615132 E16043 110000 220000 615132 125.00 -
P 2 BPCG 1 615132 615132 E16043 120000 220000 615132 125.00 +
Use FGIJSUM to review detail line items in a transfer after completion
Total: 250.00
Status Indicator: (P)ostable, (E)rror, (N)SF Error.
Record: 1/2
<OSC>

5. List of Suspended Journal Vouchers - FGIJVCD


Oracle Developer Forms Runtime - Web: Open > FGIJVCD
File Edit Options Block Item Record Query Tools Help
ORACLE
List of Suspended Journal Vouchers FGIJVCD 7.0 (TEST0707)
Record: 1/?
<OSC>

Document	Submission	Description	Amount	Transaction Date	Status
J0055621	0	To OPS	250.00	09-SEP-2008	C
J0055626	0	test foundation	1,000.00	08-AUG-2008	C
J0055629	0	test 2	1,000.00	08-AUG-2008	C
J0055630	0	test 3	1,000.00	08-AUG-2008	C
J0055640	0	test	100.00	14-AUG-2008	C
J0055651	0	Move Salary to Expense	5,000.00	20-AUG-2008	I
J0055653	0	Transfer to OPS from expense	20,000.00	20-AUG-2008	I
J0055654	0	Move OPS to Salary	6,000.00	20-AUG-2008	I
J0055655	0	Move Expense to OPS	1,000.00	20-AUG-2008	I
J0055656	0	Move OPS to expense	500.00	24-AUG-2008	I
J0055659	0	from Exp to OPS	500.00	28-AUG-2008	I
J0055661	0	test	2,000.00	28-AUG-2008	I
J0055664	0	add funding to KCI860	10,000.00	28-AUG-2008	C
J0055678	0	Move $$ to OPS line	5,000.00	28-AUG-2008	I
J0055679	0	Move Exp to OPS	8,000.00	28-AUG-2008	I
J0055681	0	move salary to expense	8,000.00	28-AUG-2008	I
J0055682	0	exp to OPS	100.00	28-AUG-2008	I
J0055689	0	test	1,000.00	02-SEP-2008	C
J0055691	0	test	4,000.00	02-SEP-2008	I
J0055692	0	S&B to EXP	4,000.00	03-SEP-2008	I
J0055703	0	Set up new funds	5,000.00	10-SEP-2008	C
J0055704	0	Transfer funds for salary coverage	3,000.00	10-SEP-2008	C

List of Suspended Journal Vouchers

FGIJVCD -Continued

1. List of Documents that are not Posted to Banner

2. Status Codes:
   - C - Completed but still needs approval
   - I - Incomplete and requires correction

3. Documents on this list will not show on Banner Reports until Approved, but the entries will impact FGIBAVL as soon as the document is initially completed.

4. An email reminder will be sent to the approvers automatically on daily basis until the transfer is approved.

6. Banner Budget Account Codes

Fund	Acct. Code & Title	
GTAIDS	110000	Salaries And Benefits
	120000	Other Personnel Services
	130000	Expenses
Auxiliary, Student Gov. Athletics & Financial Aid	000010	Revenue
	000020	Transfer in
	110000	Salaries And Benefits
	120000	Other Personnel Services
	130000	Expenses
	800000	Transfer out
Construction Funds	130050	Fixed Capital Outlay

Banner Budget Account Codes

Fund	Acct. Code & Title	
Foundation	000010	Revenue
	000020	Transfer In
	110000	Salaries And Benefits
	120000	Other Personnel Services
	130000	Expenses
Henderson School	000010	Revenue
	110000	Salaries And Benefits
	120000	Other Personnel Services
	130000	Expenses

Banner Budget Account Codes

Contract &Grant Funds

Acct. Code & Title		Acct. Code & Title	
000010	Revenue	130011	Federal Grants-Local Phone
000020	Transfers In	130012	Federal Grants-Postage
110000	Salaries And Benefits	130013	Federal Grants-Office Supplies
120000	Other Personnel Services	130014	Federal Grants-Memberships
130000	Expenses	130015	Federal Grants-Gen. Purpose Equip.
130002	Federal Grant-Expense	130016	Federal Grants-Gen. Purpose Software
130003	Non-Fed Grants-Expense	130017	Federal Grants-Transfers & Ind. Cost
130004	All Grants-Subcontract 1st $25K	800000	Transfers Out
130005	All Grants-Subcontracts > $25K	810000	Transfers-Grants
130006	All Grants-Equipment		
130007	All Grants – Tuition		
130008	All Grants - Patient Care		
130009	All Grants-Participant Support		
130010	All Grants-Off-Site Facility		